

# Prep

## No NEO order has been given, but I'm worried. What should I do?

First of all, stay calm! Remember that a team of professionals is prepared to ensure everyone departs Incirlik Air Base safely and as quickly as possible in the event an authorized or ordered departure becomes necessary.

For now, get to know your unit Noncombatant Evacuation Operations rep, take time to create a packing list, double-check your family care plans, powers of attorney, important documents (passports, residency permits, stateside driver's license, etc.) and make any other necessary arrangements (i.e. pet care, contacting nanny's).

Ideally your NEO folder is all set up and all your documents and plans are set. However, there may be some who arrived recently and don't have NEO folders built yet. There also may be some of you who don't have your passports because you're waiting on a residency permit. Don't worry. Just verify your NEO rep knows, and you will be taken care of.

## If it's time to NEO, then what?

Now it's time for 1-2-3 Go! Remember, keep calm. Your NEO rep will contact you as soon as possible if an order is received. They will let you know where you need to be, when you need to be there and what to bring.

If you have agreed to care for someone else's dependent, make contact with them and reassure them you're aware of the order and will handle things for them.

Our commitment to you is to do all we can to make this the best NEO experience possible.

FIT

# 1-2-3

## ONE hour at the rally point

You will meet up with your fellow travelers at your designated rally point at the time provided by your unit NEO rep. Be ready at that time with your bags, NEO folder, child safety seats, stroller, pets and important documents.

Transportation will be provided for you and your family, luggage and pets from the rally point to the processing line. However, you must arrange your own transportation to the rally point. There your NEO rep will validate you have all you need and let you know processing and departure times.

## TWO hours at the processing line

The processing line is where the hard work you put into preparing your NEO folder pays off. Friendly professionals will input your information into a tracking system. Your flight may be referred to as a "Chalk" and will be designated by a number.

All departing members, including children, must go through the line. Your pets will be kept in bldg 310 to allow for a final vet check. Please be patient with all the personnel in the line who are there to assist.

**Please note:** Meeting at the rally point and completing the processing line could potentially happen hours or even a day or two prior to your aircraft departure time as we await aircraft arrival. Also, once your bags are turned in, you won't have access to them until you reach your destination.

## THREE hours at the passenger terminal

After you arrive at the "PAX" terminal you will be ticketed, out-stamped by customs and will receive a pre-departure briefing. Again, remain calm and relax. You're almost on the plane!

FOCUSED

# Go!



## You're on the plane. What's next?

Relax. Sleep. Take a breather. Whatever you want to call it. You're now on your way! You should know by now if you're going to spend a few days at a Safe Haven or if you're going to continue on to your home of record or other location you have chosen.

Once you arrive at the Safe Haven and in-process, you will be assigned a case worker who will arrange transportation and lodging for you and ensure you get to your final destination.

Your location will be tracked until you reach your destination in order to keep your spouse informed of your whereabouts and wellbeing.

## When do I return?

Once the State Department determines all the right conditions have been met, you will be given a return order. Your case worker will help you make all the necessary arrangements for you to return to Turkey.

More details will be provided as they become available.

READY

# FAQs

## What am I authorized to take with me?

Each person is entitled to travel with **one carry-on** and **one 66-pound piece of luggage**. Car seats and strollers are authorized.

## What is the transportation plan and will someone pick me up at home?

Travelers are responsible for getting to their designated rally point. Base transportation will be provided from your rally point to building 310 for processing and onward movement to the AMC passenger terminal for departure.

## What do I do with my pets?

If space is available on the aircraft, the pets will also evacuate. We will send a team to your designated rally point to load your pet on a truck to follow you to building 310 and will assist you with caring for them until they depart with you. If space is not available, the pets will remain on Incirlik with the sponsor at your on-base residence. You will be given more details by your unit NEO rep or squadron leadership.

## I'm pregnant, do I have priority?

The Medical Group will determine who requires medical priority. This group may include pregnant women, both military and civilian.

## Will this cost me anything?

Command-sponsored dependents will be provided lodging (if not staying with family), per-diem and a transportation allowance. More details regarding entitlements can be found in the Finance handout or by visiting [www.dfas.mil](http://www.dfas.mil) or [www.defensetravel.dod.mil/site/perdiemCalc.cfm](http://www.defensetravel.dod.mil/site/perdiemCalc.cfm)

## My children are in school what shall I do?

You will be assigned a repatriation counselor to assist you with onward movement to your destination. Since DoDDS teachers and students will also be evacuated, we encourage you to immediately contact the local school district when you reach your destination. We may not know how long the evacuation will last therefore the school district in the local area will assist you in making an informed decision.

## Many more FAQs can be found here:

[http://aoprals.state.gov/content.asp?content\\_id=164&menu\\_id=78](http://aoprals.state.gov/content.asp?content_id=164&menu_id=78)

# My Timeline

- Meet at \_\_\_\_\_  
(rally point) at \_\_\_\_\_ hours
- Process at bldg 310 at \_\_\_\_\_  
hours
- Arrive at AMC passenger terminal at \_\_\_\_\_  
hours as part of chalk \_\_\_\_\_
- Depart Incirlik at \_\_\_\_\_ hours
- Arrive at \_\_\_\_\_  
at \_\_\_\_\_ hours
- Depart \_\_\_\_\_ for  
\_\_\_\_\_ at \_\_\_\_\_ hours

# My Contacts

My **NEO Rep** is \_\_\_\_\_  
and can be reached at \_\_\_\_\_

My **First Sergeant** is \_\_\_\_\_  
and can be reached at \_\_\_\_\_

My spouse \_\_\_\_\_

My **destination POC** is \_\_\_\_\_  
and can be reached at \_\_\_\_\_

Other \_\_\_\_\_  
\_\_\_\_\_

Information in this pamphlet is general in nature and subject to change. Each member's and dependent's entitlements are treated separately based on individual circumstances.



**39th Air Base  
Wing**

# NEO Guide



# 1-2-3 Go!